

## PROCESSING CREDIT REQUEST

OTECH 110 (REV. 07/2013)

		OFFICE OF TECHNOLOGY SERVICES USE ONLY
DEPARTMENT		DATE
NAME		PHONE NUMBER
OTECH CUSTOMER RELATIONS REPRESENTATIVE		CALNET
JOB NAME	JOB NUMBER	PROCESS DATE
AMOUNT OF CREDIT, IF KNOWN	OTECH ACCT. CODE	IAA NUMBER
DESCRIPTION OF ERROR		
USE REVERSE SIDE OF FORM IF NECESSARY. INCLUDE ALL REQUIRED DOCUMENTATION.		

OFFICE OF TECHNOLOGY SERVICES USE ONLY		
COMMENTS		
JOB COST	SIGNATURE	DATE
DISPOSITION		
<div><input type="checkbox"/> APPROVED AS REQUESTED</div> <div><input type="checkbox"/> PARTIAL CREDIT APPROVED</div> <div><input type="checkbox"/> NEGOTIATED CREDIT APPROVED</div> <div><input type="checkbox"/> CREDIT APPROVED</div>		
REVIEWER'S COMMENTS		<b>Fiscal Use Only</b>
		Account Number
		_____
		Amount to be Credited
		\$ _____
SIGNATURE	DATE	